

STAGE 1: HOUSE RULES

In order to help with the smooth running of the house it is necessary to have a few rules. These rules will give everyone a fair go and let everyone know what is expected of them as a member of the household.

1. Remember to treat others in the household the way you wish to be treated. Courtesy and consideration of others will make your time in the house more enjoyable.
2. Home night is one night a week where all residents are expected to be home. Time will be set aside for a house meeting to talk about house issues and to spend quality time together. As a member of the house your opinion is valid. Home night is on Tuesday and begins at 6pm.
3. No smoking inside the house in any of the rooms or out on the front porch at any time.
4. Do not consume alcohol on premises. If you arrive home drunk and your behaviour effects the rights and safety of others in the house you will be given a warning letter.
5. Non prescription/illegal drugs are not permitted on the premises. If there is any evidence of illegal drugs or drug use you will be immediately reported to the police and evicted. Either the police or we will search the premises including your room, in the event perceived drug use or if we suspect you are keeping drugs on the premises.
6. No sexual activity is permitted on the premises.
7. Behaviour and language should be considerate of others. Excessive noise or foul language will not be tolerated. Willful damage, physical violence or threats are unacceptable and will result in immediate eviction.
8. No weapons of any sort are to be kept on premises.
9. Residents are expected to be home by 10pm from Sunday to Thursday and midnight on Friday and Saturday night. If you are going to be late home please phone and inform the worker on shift.
10. If you are planning to go out before a worker comes on shift then please write on the chalkboard or the notebook where you are going, what time you will be home and if you want dinner cooked for you or not.

11. You are required to cook one night a week this involves cleaning up after dinner as well. If for some reason you are unable to cook one night on you selected night then please organise a swap with either another resident or worker.
12. You are required to do one chore a week, which will be either kitchen & shopping, bathroom & laundry or vacuuming/sweeping. This must be completed by 6pm Wednesday. On the last chore night of each month you will be required to clean your room. This involves washing bed sheets, vacuuming the floor and removing clutter from the room.
13. Sleepovers are to be approved by worker. The sleepover must be requested before worker comes on shift on the night of which you wish to have your sleepover. You are required to fill out a Sleepover Form. You must leave the house for your sleepover before curfew. Normally a resident is allowed 2 sleepovers per week.
14. You are not permitted to leave your personal belongings or dirty dishes or cups around the house they must be washed and put away before you go to bed.
15. Before you leave the premises you must check all doors and windows are locked.
16. You will be given a large hamper to put all your dirty clothes in. You are not permitted to leave dirty or clothes in the laundry or around the common area at anytime.
17. Rent is \$80.00 a week, \$5.00 of this will be saved each week for bond after departure from Jacaranda. Upon moving in you are expected to pay two weeks rent and \$50.00 bond (total = \$210.00). This \$50.00 will go into your savings. You only receive all your savings back if you have no monies owing to Jacaranda at the end of your stay.
18. Upon moving in, you will receive one front door key and one bedroom door key. If these are lost you will be required to pay for a replacement. If you lose your keys more than once you will lose the privilege of having a key for your bedroom door.
19. You will arrange a night with your case worker to pay your rent. If you are unable to pay you must fill out a Rent Extension Form.
20. If your rent becomes more than four weeks overdue you will receive a warning letter.

21. Your visitors are welcomed on any night except Home Night and are asked to observe the same rules and leave by 9:30pm on a week night and 11:30pm on a Friday or Saturday night [Half an hour before your curfew].
22. No male visitors are permitted on premises without a worker present unless they are approved workmen from Department of Housing fixing various items within the household. No males are permitted in any of the bedrooms at anytime nor are they able to stay overnight.

CONDITIONS OF RESIDENCY

1. Follow the rules and expectations outlined under House Rules.
2. You will be expected to participate in Case Management once a week with a selected worker. This includes attending and participating and working towards goals outlined in sessions. If you are not making a satisfactory effort toward achieving your goals you render the program useless and will be assisted to move to different accommodation.
3. On entering the Jacaranda Cottage Program you may be required to undergo a Psychological Assessment. This helps us to evaluate your emotional and psychological needs and put in place the appropriate services as part of your Case Management. This may include counseling, mental health services etc.
4. Comply with the following policies:
 - *Medication Policy*
All prescribed medication that is deemed harmful if excessive doses are taken and will be kept in a locked cabinet in the staff office area and be administered by staff. You will be asked to sign a consent form concerning medications as a condition of this agreement. This policy exists to protect residents from overdosing on their own or another residents medication.
 - *Knives Policy*
All sharp knives for cooking will be kept in a locked cabinet in the staff office area. Residents may request the use of knives for cooking they must be washed immediately and returned to the locked cabinet. This is to protect residents using knives to self-harm or to harm other residents or workers.

▪ *Discipline Policy*

The staff are responsible for following through with appropriate consequences if house rules are not met. There will be appropriate consequences for your actions that will be determined by staff. If unacceptable behavior continues, you will be verbally warned and then if it continues, you will be issued with a warning letter. If you receive three warning letters you will be asked to leave Jacaranda Cottage. The staff will determine the length of your stay after the third warning letter. You may receive an instant warning letter without prior warnings for a substantial breach of the resident agreement such as violence, drugs and alcohol etc. We can also restrict your overnight stays where we feel appropriate.

5. Jacaranda Cottage staff will

- Ensure confidentiality on issues of your choice. However the staff may share in all areas with each other if they feel it would be of benefit to you. In cases where you are risking the safety of yourself or others, confidentiality does not apply.
- Provide an avenue of appeal; if you feel you are being treated unfairly you have access to a complaints procedure and residents advocate.

6. Pay board \$80.00 on time unless board extension has been arranged.

7. Upon moving in, you will have a two-week settling period. During this time you are expected to be home by 7pm Monday, Wednesday and Thursday and 10pm Friday to Sunday. On Tuesday night the curfew is 6pm for our Home night activity. You will not be able to have any overnight stays during these two weeks. Visitors must leave by 6:30pm Monday to Thursday and 9:30pm Friday to Sunday. The purpose of these curfews is to give us an opportunity to get to know each other and to confirm that you fit in well with the other residents and the rules.

8. After one month at Jacaranda you will be reviewed to see how you have settled in and to assess if you are right for the Jacaranda Program. Your suitability for the program will be reviewed every three months thereafter.

9. On moving out of Jacaranda you will be expected to take responsibility for moving your possessions and leaving your bedroom as you found it. This includes a thorough clean. If you fail to clean your bedroom, a \$30.00 cleaning fee will be taken out of your key deposit allowance. You will be expected to take all your belongings on the day you move. If this is inconvenient, you are granted two weeks grace, after that you will be charged \$20.00 per week storage fee. If you have still made no arrangements with us, we will assume that you no longer want your things, and we will do what we see best with them.



p/f 9544 2051
PO Box 2581 Taren Pt NSW 2229
admin@jacaranda.org.au
www.jacaranda.org.au

10. The residential agreement will also be reviewed every three months and is therefore subject to change and individual conditions may be added.

RESIDENT

I _____ agree to the terms of this Residential Agreement.

Period from _____ to _____

Signature _____

Date _____

STAFF

I _____ on behalf of Jacaranda Cottage agree to fulfill the expectations of this Residential Agreement.

Position _____

Period from _____ to _____

Signature _____

Date _____